

Personal Safety & Security

Bomb Threat Readiness



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**YOUR SAFETY
OUR PRIORITY**

Planning and preparing for bomb threats can significantly reduce the psychological and emotional stress of those threatened by building confidence in how to successfully respond to such threats. Consistent, well-planned response preparation can also lessen the financial impact by shortening the duration of the threat response. The safety and security of Federal employees and those who visit Federal facilities is the [Federal Protective Service's](#) mission and top priority. As co-chair of the [Government Services and Facilities Sector](#), FPS promotes security and resilience by sharing information and resources sharing with state, local, tribal, and territorial government personnel, as well as for the essential functions they perform. Having a Bomb Threat Management (BTM) Plan may ensure that your organization is better prepared in the event of a bomb threat, while also reducing risk should an actual explosive device be involved.

READINESS

If you receive a phoned threat:

- Remain calm and do not hang up, keep the caller on the line for as long as possible
- If possible, signal other staff members to listen & notify Site Decision Maker(s)
- If the phone has a display, copy the number and/or letters on the display
- Write down the exact wording of the threat
- Record the call, if possible
- Fill out the [Bomb Threat Checklist](#) immediately

If you receive a social media or email threat:

- Do not turn off or log out of the account
- Leave the message open on the device
- Take a screenshot, or copy the message and subject line
- Note the date and time
- Notify the organization Site Decision Maker(s)

If you receive a written threat:

- Handle the document as little as possible
- Note date, time, and location the document was found
- Secure the document and do not alter the item in any way
- Notify the organization Site Decision Maker(s)

REPORTING

Retain all information regarding the incident (such as usernames, email addresses, websites, phone numbers, or names of platforms, etc.) and report it to local law enforcement.

Dial 911 immediately if a suspicious item is discovered or the threat is elevated.

**CONTACT THE FPS MEGACENTER
TO REPORT ANY SUSPICIOUS ACTIVITY:**

1-877-4FPS-411 (1-877-437-7411)
OR CONTACT YOUR LOCAL AUTHORITIES
***DIAL 911 FOR EMERGENCIES

Resources for victims of crime: dhs.gov/victims-crime



Connect on social media @FPSDHS
Learn more at DHS.gov/FPS

Scan QR code to visit DHS.gov/Publication/YourSafetyOurPriority

